



Example of People Manager Job Description

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Our growing company is looking for a people manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for people manager

- Support with special projects and creation of presentations for Chief Talent Officer
- The ability to plan, edit and communicate a consistent organizational message through several channels – RL Today, email, governance, CTO and monthly P&D newsletters
- Main communication liaison between Corp
- Assist P&D teams in managing internal employee opportunities and events
- Serve as "go to" for all global People & Development communication and coordination of events
- Partner with P&D colleagues to generate new ideas and create the monthly global P&D newsletter
- Heavy focus on meeting preparation including agendas for general meetings, town halls
- Work with US Internal Corporate Communications team on developing global directives to support global P&D events such as Legacy Awards, RL Gives Back
- Assist in supporting the yearly Employee Survey Review Process in partnership with the L&D team
- Strong understanding of communications disciplines

Qualifications for people manager

- Oversee large-scale People comms campaigns
- Contribute to the definition of the Annual Operating Plan (AOP) for Country or Vertical Services team
- Program runs 12 months (Sept-Sept) and currently includes 30 women across four of our six brands
- BA/BS Human Resources, Business Administration or related field